

Deputy Clerk

Job Type: Full Time

Contact Name: Melanie Fleming

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Applications are now being accepted for a full-time Deputy Clerk in the office of the Clerk of the Arkansas Supreme Court and Court of Appeals. The work of the Deputy Clerk will be performed under the supervision of the Clerk of the Court. High school diploma or equivalent plus other schooling and two years of experience, preferably as a receptionist or in customer service, is preferred.

Duties include greeting visitors to the Clerk's office, answering the main telephone line, answering questions related to Clerk's office operations, assisting with the receipt of materials to be filed with both appellate courts, acting as assistant to the Clerk, drafting correspondence, and performing a variety of general clerical duties. Good computer and technology skills are necessary, as is an acute attention to detail. Good organizational skills and prior experience in a court clerk's office, judicial office, or law office are desired.

The Deputy Clerk is eligible for State benefits, including participation in the Arkansas Public Employees Retirement System and group medical and life insurance. The position is graded C115, with a starting salary of \$29,251.

A cover letter, resume, and a list of at least three references are required. These items may be submitted by email or regular mail to:

Melanie Fleming | 625 Marshall Street | Little Rock, Arkansas 72201

[melanie.fleming@arcourts.gov](mailto:melanie.fleming@arcourts.gov)

Applications must be received by 5:00 p.m., September 11, 2015.